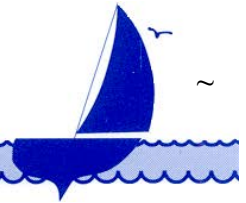




City of Des Moines, Washington

JOB DESCRIPTION



HUMAN RESOURCES MANAGER

Regular, Full-time

Salary Grade: E-30

Bargaining Unit: Non-represented

FLSA Status: Exempt

EEO Category: Professionals

Nature of Work

Under the general direction of the City Manager, the Human Resources Manager is responsible for planning, developing, and managing human resource policies, programs, services and systems including the training, safety and wellness programs. Responsibilities include professional and technical duties. Individual is expected to apply knowledge of current human resource and employment policies, procedures, laws and regulations.

Essential Functions

- Plans, organizes, controls and directs the Citywide comprehensive human resources, safety and wellness functions and programs including recruitment and selection, benefits, employee relations, and development, training, wage and salary administration, human resource legal compliance, organizational development and strategic planning.
- Responsible for the City's compliance with federal, state and local laws regarding personal practices, including but not limited to Fair Labor Standards Act, OSHA/WISHA, Family and Medical Leave Act, Workers Compensation Program, Unemployment Insurance, EEOC, Drug and Alcohol Testing, and Hearing Conservation Program, and Shared Leave Bank.
- Coordinates employee recruitment and selection processes, including advertising vacancies and assisting managers in evaluating applications, interviewing applicants, administering employment tests, conducting background checks and making hiring recommendations.
- Administers and coordinates all phases of employee relations; serves as a member of the City's management labor negotiating team; conducts surveys and analyzes data to prepare for negotiations; develops contract language and assists with the implementation of contract changes; interprets and administers employee contracts throughout the duration of the agreements.
- Undertakes research on best practices and initiatives in other jurisdictions to identify trends and anticipate impacts to City programs; maintains analysis of long-range trends that generate impacts to City budgets and employee base; develops information on comparative practice at both a State and Regional level to inform policy options for City leadership.
- Performs internal consulting assistance to the City's management and supervisory staff in a variety of areas including staffing and organization, employee development, disciplinary problems, and other special employment needs. Provides assistance for training, career development, and employee relations. Consults with department managers to prepare action plans to resolve employee problems, acts as mediator in conflict situations, and participates in counseling and disciplinary hearings as needed.

- Develops and administers personnel policies and procedures; provides advice and assistance to managers and supervisors regarding the interpretation, implementation and administration of regulatory compliance and policy issues.
- Coordinates or conducts personnel investigations and employee services and works with the City and other resources such as attorneys, physicians and investigators toward resolutions.
- Assists in meeting WCIA's COMPACT requirements through coordination with the City's WCIA Delegate regarding annual "All-staff" Training in WCIA sponsored programs.
- Responds to compensation and benefit survey requests from the Association of Washington Cities and other agencies/jurisdictions.
- Conducts compensation and classification analysis for existing and proposed positions and develops recommendations on salaries, reclassifications, pay and benefit practices.
- Assumes responsibility for maintenance of personnel files and related confidential files such as workers' compensation and medical files; develops and implements control systems for personnel practices.
- Serves as the City's Safety Officer; monitors the City's safety program; maintains OSHA 200 log and manages a Citywide safety program.
- Develops and administers the budget for Personnel Services; monitors and controls personnel expenditures in accordance with City budget policies.
- Participates in the employment process, reviews job descriptions, prepares job announcements, places ads, ensures completion of background checks, and conducts employee orientation.
- Serves as staff advisor to the LEOFF Disability Board.
- Performs tasks related to special projects as assigned by the City Manager's office.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws regarding personnel policies and practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act and Americans with Disabilities Act requirements.
- Knowledge of research methods, data collection, sampling techniques, and statistical analysis.
- Knowledge of job analysis techniques, implementation of wage and salary administration and classification and compensation methodologies.
- Knowledge of contract negotiations and administration.
- Knowledge of budget preparation and controls.
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to maintain strict confidentiality regarding personnel or management issues.
- Ability to deal effectively with employees, management and the public on a one-to-one or group basis.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently.
- Ability to plan, organize, and manage the human resource functions and programs.

- Ability to provide technical information and assistance to others concerning employment policies and personnel transactions.
- Ability to perform a variety of professional human resources duties.
- Ability to maintain current knowledge of program rules, regulations, requirements and restrictions.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to perform the essential functions of the position.

Education and Experience Requirements

- Bachelor's degree in Human Resources Management, Business Administration or a related field and five years of progressively responsible human resources program management experience including three years of management-level experience, preferably as a generalist in the public sector or any equivalent combination of experience and training.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Attendance at night and/or weekend meetings may be required. Occasional travel to off-site locations is required. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2014.